

Saks OFF 5th- Advanced Catalog Tips and Common Errors

We expect all green required fields to be completed with the information requested, unless that specific attribute is NOT APPLICABLE to the product. In these cases only, N/A can be entered in that field. Required fields cannot be left blank.

- **SKU**
 - This value is your internal SKU# and it needs to be unique for every item in your file.
 - Example: 1234-RED-S, 1234-RED-M, 1234-RED-L
- **Product_Status**
 - Needs to be 'Active'. If you have product that is on your file that is not ready for the site, and you set the value as 'pending' you will need to reupload the file with the 'Active' status for us to see product on our end.
 - The best practice would be to load the entire file with the value 'Active', but if the product is not ready for the site, do not load inventory. This way we can still work the product and when it is ready you can load inventory and see it on the site shortly after.
- **Product Groups**
 - The product group is an identifier for SKUs with the same style number, including all size and color variations for that style. Styles with the same product group will be together in one listing on the website. Example: Product Group 1234 could include SKUs 1234-RED-S, 1234-RED-M AND 1234-BLK-S, 1234-BLK-M, etc.
 - **Important Notes:** All SKUs within a product group must have the same cost/MSRP. All SKUs within a product group must have the same material content (i.e. cannot have a leather and suede boot in the same product group). NRF size/color code combinations cannot be duplicated within the same product group.
- **Product Description**
 - Product descriptions cannot contain the following characters - !\$%^&()
- **Brand**
 - Enter the brand name as it should be displayed on the website (all caps, title case, etc.).
- **NRF Codes**
 - NRF **Size** Codes must be 5 digits.
 - NRF **Color** Codes must be 3 digits - add zeroes as a prefix if necessary to make 3 digits.
 - Size and color codes must correspond with the size and color descriptions provided.
 - Duplicated Size/Color Code combinations cannot exist in the same product group. The example below shows 2 size larges and 2 size mediums with the same color

code. There are two options to fix - 1. Change the color code for either Cream or Light/Past colorways OR 2. Place one of those colorways in a different product group.

| PRODUCT GROUP | SIZE_CODE | SIZE_DESCRIPTION | COLOR_CODE | COLOR_DESCRIPTION |
|----------------------|------------------|-------------------------|-------------------|--------------------------|
| 1234 | 10520 | L | 230 | Cream |
| 1234 | 10520 | L | 230 | Light/Past |
| 1234 | 10480 | M | 230 | Cream |
| 1234 | 10480 | M | 230 | Light/Past |

- **UPC or EAN**

- UPC or EAN are required and must be unique.
- If providing UPC, it must be 6 or 12 digits.
- If providing EAN, it must be 13 digits.
- If the EAN has a leading 0, please submit it as a UPC.

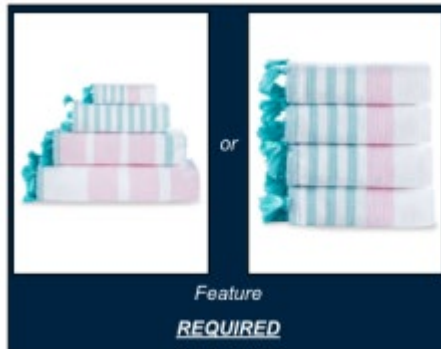
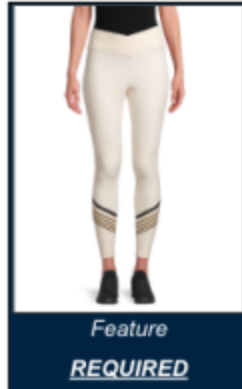
- **Image Links**

- Image must be hosted in a public repository or site.
- You must use JPG, JPEG, PNG, or a GIF file format.
- You must use HTTPS. Here's an example:
<https://www.dropbox.com/s/85dxl67o4xinmlj/FW5033-MFW5223-M1.jpg>
- You must not include spaces in the image title.
 - We recommend using hyphens(-) or underscores (_) to create more stable image links. For example ABCDE_1234-1234.jpg
- The image URL must:
 - Be a valid format.
 - Link to raw image data (not an image view).
 - Lead to a downloadable image file. If the system cannot download the image, the URL will fail.
- If images are rejected by the upload tool, you can visit the URL provided in the file to confirm the image will render in the browser (you must not be logged in to your image hosting site). When viewing images, there should not be additional navigational links/buttons on the page; only the image should show in the browser window.
- Be aware that image preview pages with download buttons and other icons are not direct links to the images.
- If using dropbox links - dropbox will automatically create the link with ?dl=0.
 - You will need to manually change this in your DSCO file to ?dl=1.
 - If you do not have this at the end of your dropbox links the images will not download in Dsco.
- Required image specifications: 2000x2000 & 150-300ppi.
- Must be on a white background.

- If you only have feature/front image available, add that image link to each image column per style for compliance.

- **Feature Image**

- Main image displayed on site - Front view, except for the below:
 - Shoes - Side profile, right-facing.
 - Sets - Image of all items in the set.
 - If in a box, must show items outside the box.
 - Towels & bedding should be folded and stacked.



- **Side Image**

- 45 degree angle view.

- **Material or Fabric**

- List all materials or fabric contents of the item. If multiple, list the percentages of each.
- Example: 90% Cotton, 10% Spandex.

- **Length from Shoulder to Hem**

- Required for tops, dresses, jumpsuits, babydolls, chemises, outerwear.
- Length, in inches.

- **Inseam Length, Rise, & Leg Opening Circumference**

- Required for pants, shorts, jumpsuits.
- In inches.

- **Picklist Values/Drop Down Boxes For Attributes**

- Select as appropriate.
- If a column does not apply to your product, select N/A if available.
- Best practice is to NOT leave blank.